

ROUTT COUNTY

Request for Sick Leave Donations Under Routt County's Assignment of Sick Leave Policy

POLICY REGARDING ASSIGNMENT OF SICK LEAVE

8.4.7 Sick Leave may be transferred from one employee to another employee. No employee may assign more than forty hours of Sick Leave to any other employee-with respect to any single request for donations of Sick Leave without approval of the County Manager. The assignment may not reduce the remaining Sick Leave of the employee making the assignment below eighty hours of Sick Leave. All assignments must be made in writing signed by the assigning employee on a form provided by the Human Resources, must be approved by the Department Head of the employee who makes the assignment, verified by the Human Resources Director that it is in compliance with this policy, and must be accepted by the County Manager.

Employees wishing to request Sick Leave transfers from other County employees will be required to exhaust their own Sick Leave, Holiday Leave and Personal Day prior to using any transferred Sick Leave. Employees may be required to exhaust accrued Vacation Leave unless a compelling reason for reserving accrued Vacation Leave can be established. The decision as to whether the employee will be required to use accrued Vacation Leave prior to using transferred Sick Leave will be made on a case by case basis by the County Manager.

I, _____, request that the Human Resources send a memo to Routt County Employees requesting sick leave donations on my behalf.

The reason for the request of sick leave donations is:
